30-60-90 Day Plan

Name _____ **Role** _____ **Start date** _____

Days 1–30: Learn

Understand the business, the team, the tools and what success looks like.

Priorities

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

People to meet

_____

_____

Success measure

_____

Days 31–60: Contribute

Apply what you've learned, take ownership of work and deliver early wins.

Priorities

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

Early win to deliver

_____

_____

Success measure

_____

Days 61–90: Lead

Take initiative, improve processes and set longer-term goals.

Priorities

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

Improvement I'll propose

_____

_____

Success measure

_____

QUESTIONS TO ASK MY MANAGER